

NASA Headquarters
Washington, DC 20546

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REVISION BASELINE
JANUARY 26, 1999



Code-M Congressional Support Process

(Conforming to ISO 9001 Quality System Requirements)

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CODE- M CONGRESSIONAL SUPPORT PROCESS

JANUARY 1999

Original Approved and signed by

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DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		1-26-1999	

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1.0 PURPOSE

This Headquarters OWI documents the process for congressional support within the Office of Space Flight, Code-M.

The Associate Administrator (AA) for the Office of Space Flight (OSF) is responsible for maintaining this document. The controlled version of the manual is available on the world wide web (WWW) via the HQ ISO 9000 Document Library for the ISO 9000 QMS at <http://www.hq.nasa.gov>. By definition, any printed version of this OWI is uncontrolled. Any proposed revision to this manual is submitted by the AA for OSF or his designee. The AA for OSF or his designee, authorizes approval of the revision after an internal review by the Document Control Board.

2.0 SCOPE

This OWI encompasses the activities to provide congressional support for activities within the HEDS enterprise

3.0 DEFINITIONS

The follow terms and acronyms, used in this process, are explained below:

3.1 HEDS - Human Exploration and Development of Space

3.2 Congressional Testimony - A specific document responding to the issues of a congressional hearing

3.3 Code-L – Office of Legislative Affairs

4.0 REFERENCES

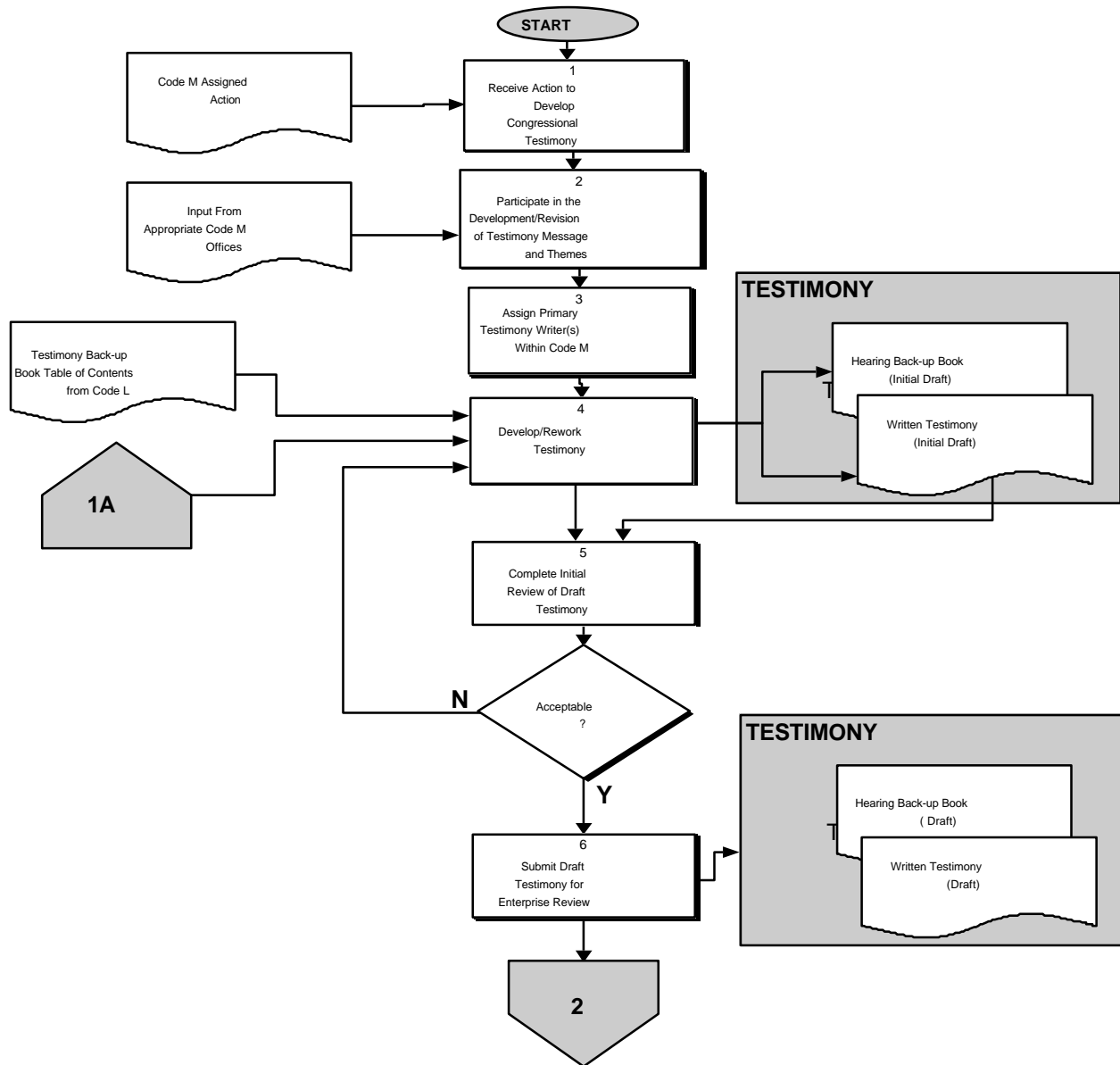
The following documents contain provisions that, through reference in this OWI or in policy or procedure documents, constitute the basis for the documented procedure:

HQSM 1200.A.1

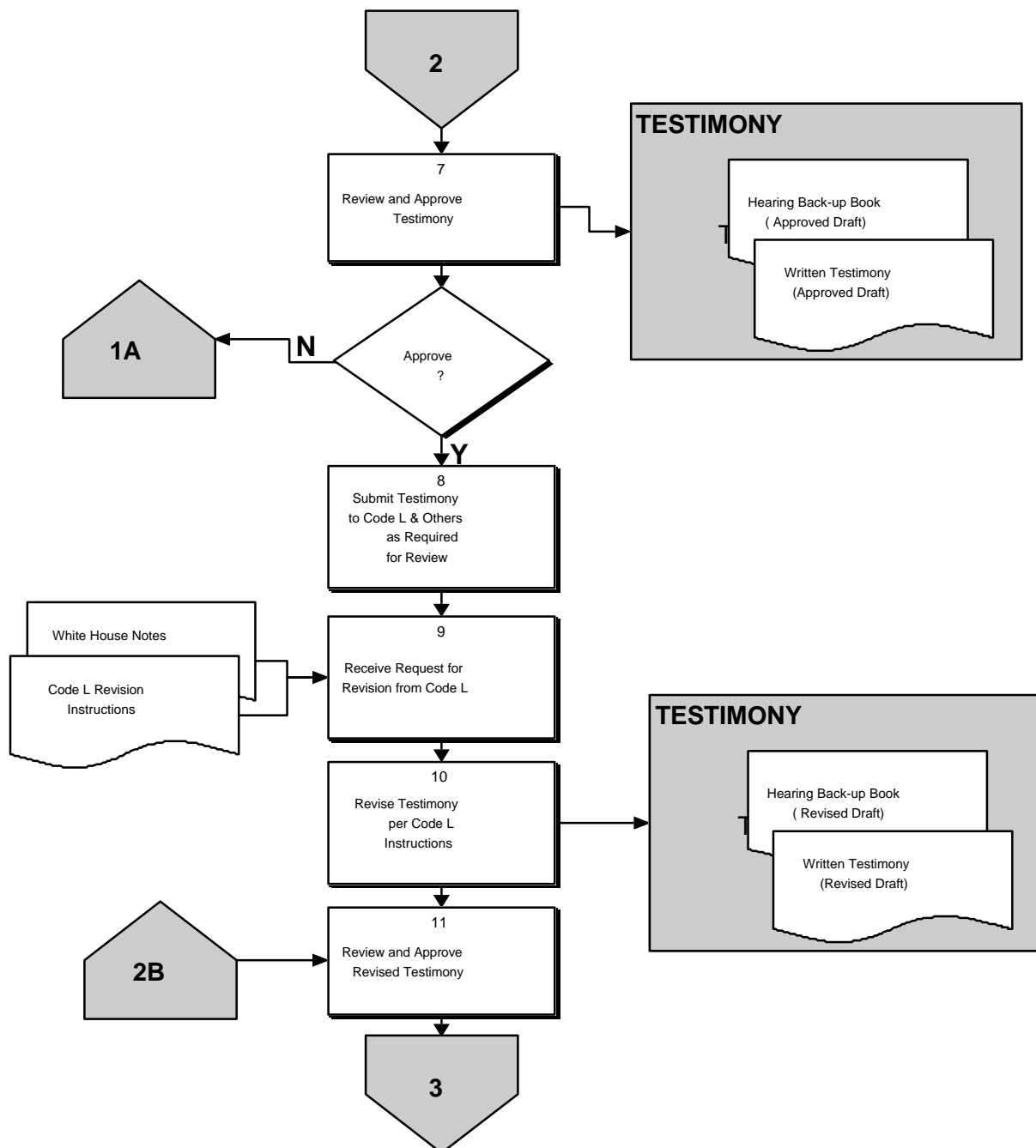
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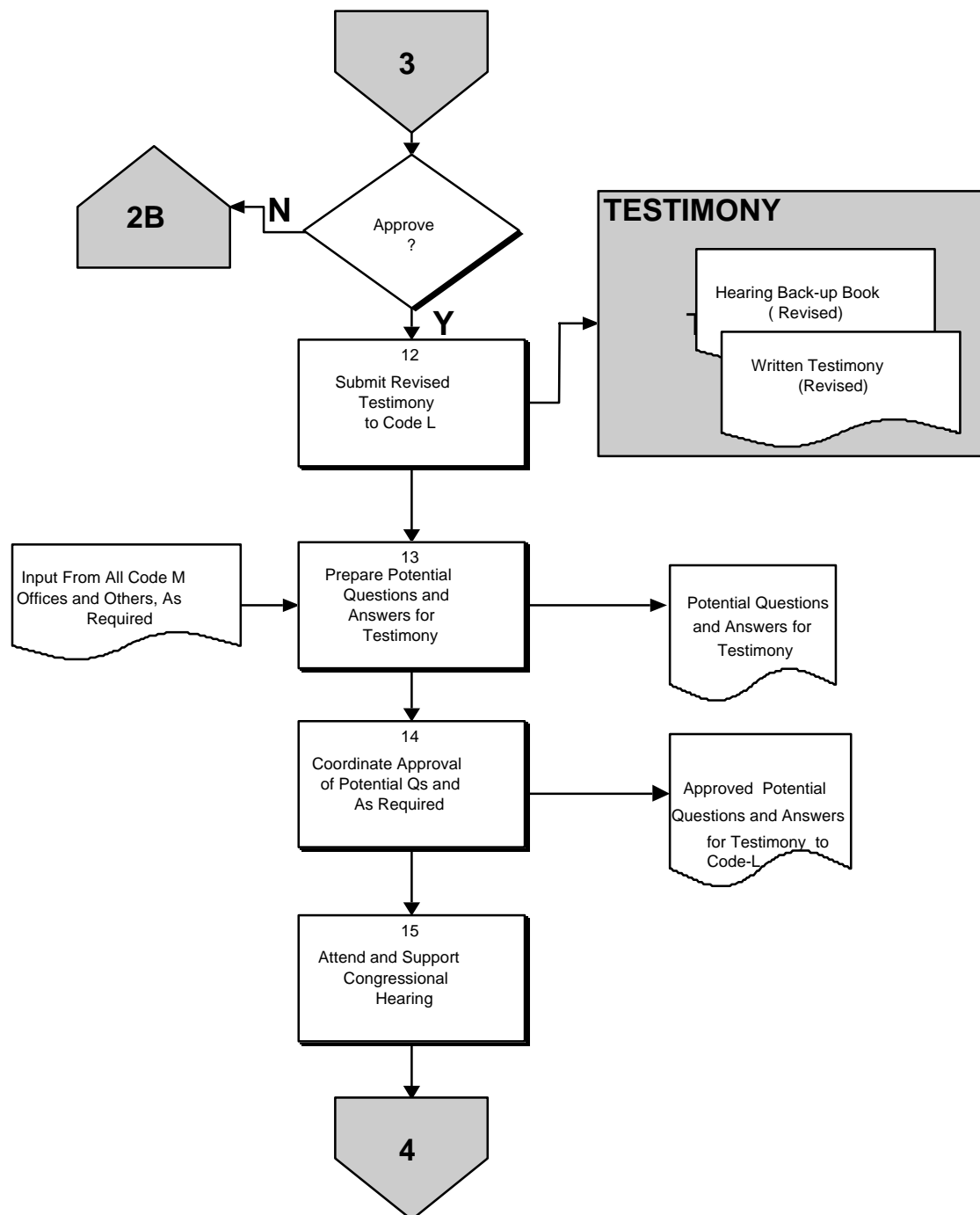
5.0 FLOWCHART



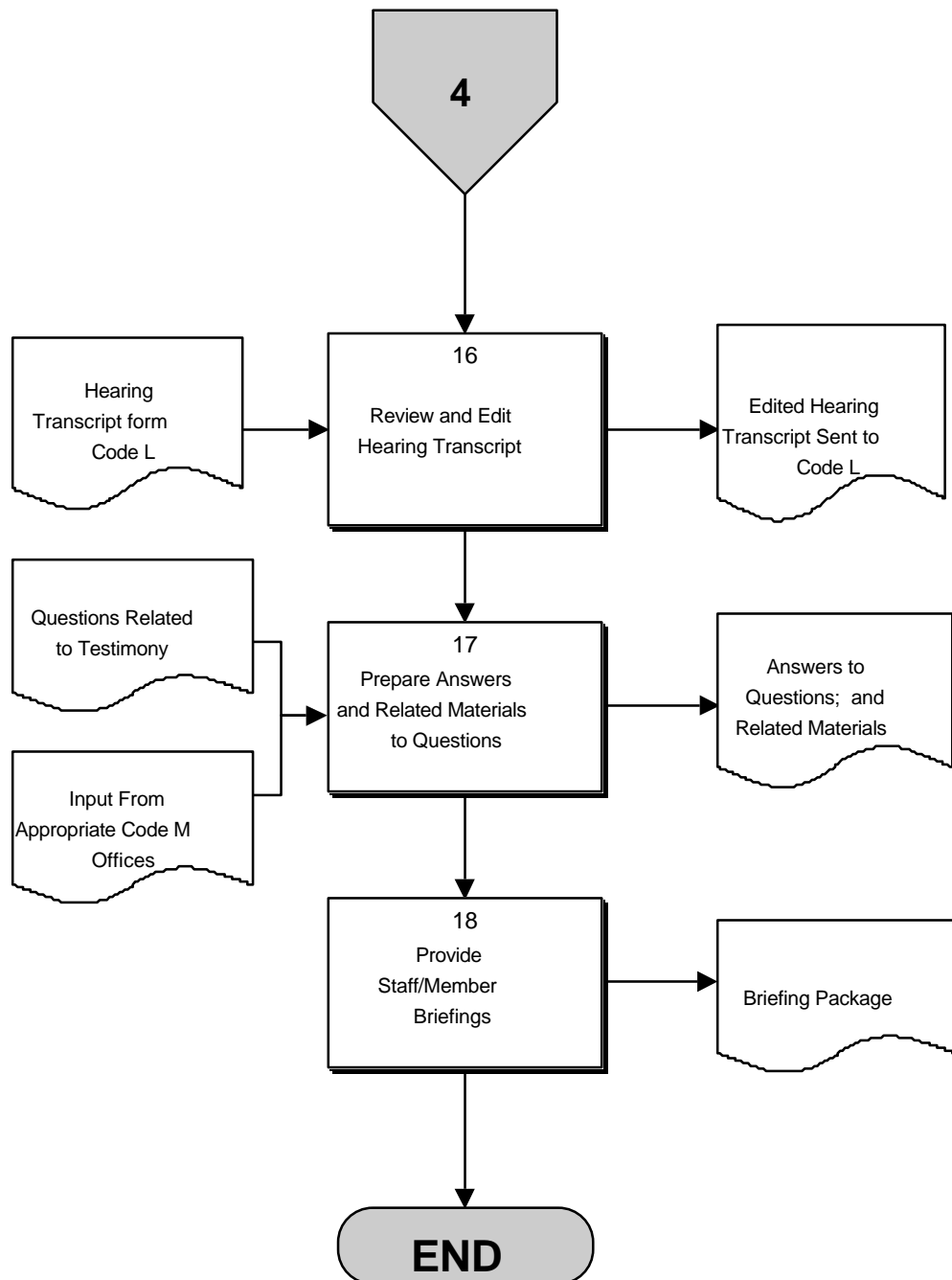
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6.0 CONGRESSIONAL SUPPORT PROCESS STEPS

From time to time, NASA is invited to address a congressional hearing on a subject relevant to or affecting NASA operations. The invitation is received and a response, in the form of written testimony, is carefully prepared. Several NASA Headquarters codes are involved in the preparation process. However, the process used by Code M is completed through a series of activities described below.

<u>Actionee</u>	<u>Flowchart Reference</u>	<u>Action</u>
Assigned Action Officer	1	Receive action to develop or revise congressional testimony
Front Office and Testimony	2	Participate in the iterative development of the Writers testimony message and themes
Code MB	3	Assign primary testimony writer(s) within Code M
Testimony Writer(s)	4	Develop testimony to coincide with the developed messages and themes. Rewrite testimony as the message and themes change. Revise the testimony until it is acceptable. In addition to the written testimony, a hearing back-up book is prepared.
Chief, Space Ops Chief, Space Development Chief, Leg. & Public Affairs	5	Review and comment on iterative drafts of the congressional testimony until it is determined to be acceptable. Reworked message and themes may be included in the iterative process until the testimony is ready for approval
Code MB	6	Submit Draft Testimony for Enterprise Review
Deputy AAs and OSF AA	7	Review and approve testimony. If the testimony is not approved it is reworked (See Activity Step 4). If the testimony is approved, continue the process.
Code MB	8	Submit testimony to Code L and others as appropriate

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Code MB	9	Receive request for revisions from Code L. This request is accompanied by White House notes received when Code L submitted the draft to the White House for review.
Testimony Writers	10	Revise testimony in accordance with Code L Instructions and accommodating White House Notes
Deputy AAs and OSF AA	11	Review and approve the revised testimony
Code MB	12	Submit Revised Testimony to Code L for presentation to congress
Testimony Writers	13	Prepare potential questions and answers for testimony
Code MB	14	Coordinate approval of potential questions and answers. Forward the approved Qs & As to Code L
Code MB	15	Attend and Support Congressional Hearing
Code MB	16	Receive, review and edit the hearing transcript provided by Code L. Return edited transcript to Code L
Code MB	17	Prepare answers and related materials for questions from the testimony and from various members of Congress, soliciting input from appropriate Code M Offices
OSF AAs and DAAs	18	Provide Staff Member Briefings

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7.0 RECORDS

Record Identification	Owner Location		Retain	Media
Approved Testimony	M	M	3 years (Minimum)	Electronic/ Hardcopy
Testimony Back-up Book	M	M	3 years (Minimum)	Electronic/ Hardcopy
Briefing Package	M	M	3 years (Minimum)	Electronic/ Hardcopy

The Code M Congressional Support records are retained and dispositioned in accordance with NPG 1441.1, SCHEDULE 1/14B.1(a), Permanent - Retire to Federal Records Center when 2 years old; transfer to NARA when 2 years old.